

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
San Antonio Mental Health Center**

**VACANCY ANNOUNCEMENT**

(DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY)

**Senior Typist Clerk**



San Antonio is looking for a conscientious Senior Typist Clerk (STC) to join the support staff team. We are seeking for a highly-motivated, organized and competent individual to fill the full-time position of Senior Typist Clerk.

San Antonio Mental Health Center, located in Huntington Park (SPA 7), is a small clinic that provides therapeutic services to children and Cal-Works participants.

The STC will be responsible in supervising (4) clerical staff and assisting DMH staff with program support such as data entry, filing, reception coverage and other duties associated with the position.

Desirable qualities include:

- 1 year supervising experience
- Knowledge of the Department's Policies
- Highly organized and professional
- Ability to work collaboratively with various team members and disciplines
- Proficient in Microsoft Word, Excel, Outlook, and the Integrated System (IS)
- Excellent Customer Service Skills
- Ability to multitask effectively
- Flexible with working hours and assuming other duties when needed.

For more information, please contact: Santty Rosales (323) 584-3720 or

[Srosales@dmh.lacounty.gov](mailto:Srosales@dmh.lacounty.gov)

If you are interested and currently hold the title of Senior Typist Clerk, please fax copies of your resume, last 2 performance evaluations, and last 2 years of master timesheet reports to Santty Rosales at (323) 277-4674. Please respond no later than July 31<sup>st</sup>, 2012.